

South Carolina Retirement Systems

State Optional Retirement Program (State ORP)

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State ORP Reporting Procedures

- **The South Carolina Retirement Systems will start tracking individual data on State ORP participants effective July 1, 2004.**
- **Beginning with the September quarter of fiscal year 2004-2005, we will require detail wage and vendor information by Social Security number (SSN) on quarterly reports, similar to the data already required for SCRS and PORS members.**
- **Participants will be identified by placing an account “9” in position 72.**
- ***State ORP vendor name* will be included in positions 105-106. This field was previously not used and will continue to be blank for non-State ORP members.**

Field Name	Length	Alpha/ Numeric	Position	Field Description
Record Identifier	1	A	1	Enter “D” for Detail
Transaction Type	2	A	2 - 3	Enter “CO” for Contribution
Employer Code	5	N	4 - 8	5-digit employer code number
Mailing Location	5	A	9 - 13	Local department code (optional)
SSN	9	N	14 - 22	Employee’s Social Security number

Employee Name	33	A	23 - 55	Employee's (last first middle suffix)
Begin Period Date	8	N	56 – 63	(Optional) Begin date of report for this employee if different from begin period on header (yyyymmdd)
End Period Date	8	N	64 – 71	(Optional) End date of report for this employee if different from begin period on header (yyyymmdd)
SCRS Account	1	N	72	1 = SCRS Class II, 3 = PORS Class I, 4 = PORS Class II, 7 = GARS, 8 = JSRS, 9 = ORP
Retiree Indicator	1	A	73	“R” if retiree wages; otherwise blank

Period Compensation	9	N	74 – 82	Salary/wages paid during this period
Deferred Contributions	9	N	83 – 91	Amount of retirement contributions for this period
For Future Use	9	A	92 – 100	Leave Blank (reserved for future use)
Contract Length	2	N	101 – 102	Number of months in a year that equated to full time employment
Months Paid Cycle	2	N	103 – 104	Number of months paid for this period
**ORP Vendor Code	2	N	105 – 106	01 = TIAA-CREF, 02 = AIG VALIC, 03 = ING, 05 = CITISTREET
For Future Use	14	A	107 – 120	Leave Blank (reserved for future use)